




Property information:	Type i.e. House/Apartment/Maisonette:	Bedrooms:	Reception Rooms i.e. Lounge & Dining Room:
Address of property:			
Landlord name(s):			
Landlord telephone(s):			
Landlord address:			
Emergency contact other than landlord:	Name:	Telephone Number:	
Is the property? (circle)	Unfurnished	Part Furnished	Full Furnished
Restrictions: (tick ok)	Pets <input type="checkbox"/>	DSS <input type="checkbox"/>	Smoking <input type="checkbox"/>
	Children <input type="checkbox"/>	Sharers <input type="checkbox"/>	Other: <input type="checkbox"/>
Bank account for rent payments:	Sort Code:	Account:	
	Bank:	Address:	
			Postcode
Income tax: (arrange for your tax advisor to have statements by 5 th April yearly)	Compile Yearly Tax Statements £60 + VAT		Yes No
	Living Abroad? <input type="checkbox"/>	Send form NRL1 (only applicable if you reside overseas for over 9 months per year)	
Contractors: If no specific contractors are listed Greenaway Residential will instruct various approved local contractors to carry out repairs and maintenance.			
Insurance services: (tick box for relevant application form to be sent)	Buildings Insurance <input type="checkbox"/>	Landlords Contents <input type="checkbox"/>	Legal Expenses <input type="checkbox"/>
	Rent Guarantee <input type="checkbox"/>	Emergency Repair Service <input type="checkbox"/>	Property Care <input type="checkbox"/>
Furniture services: Provide quote for furniture rental (Just Furniture)	List furniture Required:		
Prior to letting: (Specify work to be arranged by Greenaway Residential - tick)	Gas Check:	Cleaning:	Other:
	Landlord £	Min £	Max £
Price:			Agreed £
Property Notes:	Due to the new Government legislation regarding tenancy deposit protection Greenaway Residential insists that a full independent inventory is compiled before any tenant is moved into the property. Landlords can appoint a company of their own choice to compile the inventory or use Greenaway Residential's approved company. If Greenaway Residential is not supplied with an independent inventory prior to moving in a tenant the Landlord hereby authorises Greenaway Residential to arrange the independent inventory.		

<p>Landlords requirements:</p> <p>Landlords must sign below to acknowledge they have read and understood these requirements and the relevant legal obligations.</p>	<p>I/we attach a current gas safety certificate or I/we am waiting for a Landlords gas check to be carried out, I/we will forward a valid certificate to Greenaway Residential immediately.</p> <p>To my/our knowledge I/we can confirm that all electrical equipment is safe, including plugs, sockets and equipment.</p> <p>If the property is leasehold I/we confirm that I/we have sought permission from the freeholder.</p> <p>If the property is financed by a mortgage I/we confirm I/we have informed my/our mortgage lender and I/we have adequate buildings insurance cover.</p> <p>I/we confirm that all furniture rented within the property is insured and complies with 1988 fire safety regulations.</p> <p>I/we confirm that my/our tax advisor/bank/Inland revenue will be informed of my/our additional income. I/we am aware that my rent will be paid (gross) with no tax deducted and it is my/our responsibility to declare and pay tax at the prevailing rate.</p> <p>I/we understand that Greenaway Residential will place the tenants deposit in the relevant scheme for the duration of the tenancy agreement.</p> <p>I/we have read and understood the landlord's booklet supplied to me and I/we can confirm that I/we am authorised to instruct Greenaway Residential to let my/our house at the appropriate fee as outlined below.</p> <p>I/we authorise Greenaway Residential to employ the services of an independent inventory company. I/we understand that if I/we do not pay for an independent inventory Greenaway Residential will not be held responsible for any dilapidations to my/our property or any of the contents within.</p> <p>I/we authorise Greenaway Residential to sign tenancy agreements on my/our behalf if I am not available to do so.</p> <p>I/we accept that when Greenaway Residential has arranged for a prospective tenant to view the property this will be deemed as a formal introduction. The agreed fee will then be applicable once the introduced tenant has taken up residence. Once a tenant introduced by Greenaway Residential has taken up residence it will not be possible to change the agreed service i.e. premium service to economy service. If a Landlord withdraws from an agreed let they agree to refund the costs incurred by Greenaway Residential and/or the tenant.</p>
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 10%+ vat	<p>Our Economy Service includes:</p> <ul style="list-style-type: none"> • Initial market valuation • Advice on presentation • Arrangement of safety checks upon request • Accompanied viewings • Submission and reporting of references • Arrangement of a professional independent inventory where required • Receipt of cleared move in monies together with security deposit • Arrange set up of standing order directly to your account • Arrange any extensions to initial term
 12.5% + vat	<p>In addition to our Economy Service our Plus Service includes:</p> <ul style="list-style-type: none"> • Rent guarantee insurance • Legal expense insurance • Initial check in and report • Collection of rent and monthly statements of account • Service of notices • Tenants deposit schemes
 15% + vat	<p>In addition to our Plus Service our Premium Service includes:</p> <ul style="list-style-type: none"> • Initial assured shorthold tenancy agreements and renewals • Meter readings and gas checks • Quarterly inspections to identify any issues • Inspection reports • Check out reports • Dealing with maintenance issues using approved contractors • Tenants deposit schemes and assessing dilapidations • Estimates for repairs and refurbishments • Payment of routine outgoings • Arrangement of gas, electrical and furniture safety checks

Signed:		Date:	
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